



YORK SUBURBAN SCHOOL DISTRICT

Compensation Plan for Supervisors and Confidential Employees

**COMPENSATION PLAN FOR SUPERVISORS AND CONFIDENTIAL EMPLOYEES JULY 1, 2025
THROUGH JUNE 30, 2028**

*Under the authority of School Board Policy 308 "Employment Contracts," the Board of School Directors of the York Suburban School District hereby adopts the following Evaluation and Compensation Plan for Supervisors and Confidential Employees. **Approved by the Board of School Directors at its regular meeting on June 23, 2025.***

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General Information

The Board of School Directors of the York Suburban School District adopts the following Compensation Plan for Supervisors and Confidential Employees pursuant to the Public Employee Relations Act, Act 195.

Positions included in this agreement:

- Accountant
- Administrative Assistant for Academic Services
- Administrative Assistant for Food Services
- Administrative Assistant for Operations/Child Accounting
- Coordinator of Building & Grounds
- Coordinator of Transportation
- Executive Assistant to the Superintendent
- HR Specialist Manager
- Database Support Specialist
- Payroll/Benefits Specialist

Ambulatory Provision: During the term of this agreement, positions may be added or removed. New positions will be aligned with like positions contained within the agreement.

Terms Of Employment

All employees covered under this compensation plan are considered full-time, twelve-month (260 days) salaried positions

PERFORMANCE EVALUATION

Evaluations will occur before June 30 of each school term and be completed by the direct supervisor of each employee covered by the plan.

Salary Determination

The intent of the Board is to provide salaries competitive with comparable organizations, programs, and other comparable school districts. Starting salaries will be determined by the Superintendent and recommended to the Board for approval. Relevant experience, education, and skills will be considered when determining initial compensation.

Salary Adjustments

The Board of Directors reserves the right, based upon the recommendation of the Superintendent, to make salary adjustments during the term of this Agreement. The PSBA market ranges for like positions should be reviewed regularly to ensure staff are compensated fairly.

Employees are eligible for an annual 3% increase in salary with an evaluation of “meets expectations” or higher. If an employee’s current annual wage is higher than the established salary range for their position, a 2.5% increase will be applied with an evaluation of “meets expectations” or higher.

All Employees shall have direct deposit for their pay.

Resignation By The Employee

The employee shall have the option of terminating his/her employment with York Suburban School District, provided the employee gives at least sixty (60) days' advance written notice.

Benefit Program

The following fringe benefits shall apply to all employees covered by this plan:

Tuition Reimbursement

The District will reimburse employees 100% of tuition costs not to exceed the York College of Pennsylvania rate for coursework related to the employee’s current job responsibilities or toward a future career in the field of education. Employees will receive 100% tuition reimbursement for an earned grade of a B or higher, 50% tuition reimbursement for an earned grade of C, and 0% tuition reimbursement for an earned grade less than a C.

Courses must be taken through an accredited college or university toward a terminal degree or certificate, or toward continuing education courses to maintain a license or certification needed for their position. A maximum of nine (9) credits may be taken per fiscal year.

All coursework/credits must be pre-approved at least two weeks in advance by the Superintendent or designee.

The employee must sign a Letter of Agreement (Addendum A) agreeing to remain an employee of the York Suburban School District for twenty-four (24) months from the date of the last reimbursement. If an employee leaves the employment of the District for any reason other than retirement (including disability retirement), death, being certified by a qualified physician as being fully disabled (physically or mentally), suspension or termination through no fault of their own, or any unique circumstance deemed appropriate by the Superintendent, the employee shall repay the District any credit reimbursements received during the final 24 months of the employee’s active employment at 100% for the first twelve (12) months and 50% for the second twelve (12) months. The 24-month period begins on the date of the reimbursement.

Term Life Insurance

The District will provide group term life insurance with accidental death and dismemberment benefits in the amount of two (2) times the actual salary, rounded to the next highest \$1,000

Medical, Dental, and Vision Insurance

The District will provide for the employee and family health care (medical, dental, and vision) benefits equal to those provided by the York Suburban Education Association (YSEA) Plan. The employee's contribution will be those outlined in the Agreement between the Board and the York Suburban Education Association, which is in place during the duration of this plan. If any changes in benefits are made to such an Agreement, such changes will be implemented with members of this plan at the same time.

Disability Insurance

Disability benefits will be paid for a maximum of 18 months to those employees who have been employed by the District for at least five years prior to becoming disabled. Benefits will include the full payment for accumulated sick leave. When all leave has been exhausted, the District will continue payments at the rate of 66 ⅔% of the daily rate of pay each work day that combined would total 18 months. The Board may require a physical examination by a doctor of its choice to determine disability status, the expense to be paid by the Board. For the purpose of this provision, the term "disability" shall mean that the employee is incapable of performing substantially all of their duties.

Sick Leave

The District will provide twelve (12) days of sick leave annually. There is no maximum number of sick days that may be accumulated.

Family Illness Leave

Members covered under this plan may use up to their annual allotment of sick leave with pay each year in the event of an illness in the immediate family (an immediate family member is defined in the subsequent section).

Bereavement Leave

The District will provide up to four (4) days of bereavement leave due to the death of an immediate family member and up to one (1) day for a near-relative. These days may be non-consecutive, but must be taken within the work year. The immediate family is defined as father, mother, brother, sister, son, daughter, spouse, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, parent-in-law, step-parents, stepchildren, or a near relative who resides in the same household or any person with whom the employee has made his/her home. An employee may be absent on the day of the funeral of a near relative or a near relative of a spouse or be a pallbearer for another employee without loss of pay. A near relative is a first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Personal Leave

Three (3) days of personal leave will be granted each year for employees. A maximum of four (4) days may be carried over. No more than five (5) days may be used in one year. In lieu of accumulation, the employees may request in writing to the business office by June 1 of each school year to be compensated at \$110.00 per day for the unused personal leave days. Payment shall be made by June 30.

Holidays

All employees covered under this plan will receive the following paid holidays per year:

July 4 th	Labor Day
Thanksgiving	New Year's Day
Day after Thanksgiving	Martin Luther King Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
Day after Christmas	Juneteenth
New Year's Eve	

Unless a directive to the contrary is received, when any of the above holidays fall on a Saturday, the preceding Friday shall be recognized as the holiday. When the holiday occurs on a Sunday, the following Monday shall be recognized as the holiday. Unless the day is designated as a school day, during which employees will receive a floating holiday.

Floating Holidays

Each employee under this plan will be granted three (3) floating holidays to be used between the first and last day of the student calendar when school is not in session. Approval is required from the employee's direct supervisor before using a floating holiday. Floating holidays may not be carried over into the following year.

Religious Holidays

Taking a religious holiday other than those in the established school calendar may do so with the day charged to their personal or vacation days.

Inclement Weather

Unless otherwise directed, all employees are required to work on snow days or take a vacation or personal leave day under the parameters determined by the Superintendent or designee.

Jury Duty

When an employee is notified of jury duty, the employee shall inform their supervisor and Human Resources. Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty; however, the employee shall submit the endorsed check to the District from said jury duty within ten (10) business days of receipt.

Vacation

All employees covered under this plan will receive twenty (20) vacation days per fiscal year. Employees may carry over ten (10) vacation days to a maximum of thirty (30) per year. Vacation days requested while school is in session must be approved in advance by the immediate supervisor and must not conflict with major activities that require coverage. Vacation days may be used to meet emergency obligations at any time with the immediate supervisor's approval. Vacation will be prorated for employees beginning service after the start of the fiscal year. If the employee terminates employment and is in good standing may be compensated up to 20 days maximum of accrued vacation time.

Professional Dues

The District will pay (annually) for the membership of all employees covered under this plan in a professional organization of their choice, not to exceed the membership dues in local, state, and national organizations representing elementary or secondary principals.

Service Increment

Employees will receive service increments (to be added to the base salary) based on years of consecutive service to the District. Ten (10) years of service = \$500, every five (5) years of service after = \$250. Service increments are not retroactive and will be implemented as of July 1 following the completion of the end of the service year.

Entitlement To Teacher Contract Benefits

All employees covered under this plan are entitled to any and all benefits that exist in the teacher contract if they are not specifically articulated in this document.

Benefit Program For Retired Employees

To be eligible for the retirement benefits outlined in this section, the employee must retire from the York Suburban School District with superannuation from the Pennsylvania School Employees Retirement System and submit a written letter of resignation at least ninety (90) days before the last day of service.

Health Benefits

An employee who retires after a minimum of ten (10) years of consecutive service with the District shall be entitled to health benefits available to the active employees of the District until the earlier of ten (10) years from the date of retirement or until the employee reaches the age of Medicare eligibility. Employee contribution rates for the costs of this insurance will be charged.

Unused Sick Days

Every employee upon retirement from employment with the District after ten (10) consecutive years of such employment with the District and who provides a letter of resignation in accordance with the requirements stated above (except if there is legislative action passed that would encourage an employee to retire earlier) will receive severance pay based upon the following sliding scale:

1. The first 120 accumulated unused sick days will be reimbursed at \$40 per day.
2. The next 50 accumulated unused sick days (121-170) will be reimbursed at \$45 per day.
3. The next 50 accumulated unused sick days (171-220) will be reimbursed at \$50 per day.
4. All unused sick days over 220 will be reimbursed at \$50 per day.

The District's contribution shall be deposited into the employee's 403(b) account. A Section 403(b) account must be established prior to separation from service. The employee will forfeit this benefit if they fail to establish this account. This is an employer contribution, and no cash option is available. Contributions are subject to the limitations imposed by Section 415 of the Internal Revenue Code. Any excessive contributions will be made to the employee account in the following year up to the Section 415 limits.

For administrative convenience, all District contributions into 403(b) accounts under this agreement shall be deposited into qualified 403(b) accounts for each eligible employee with a vendor selected by the District, who shall be responsible for administering such programs.

The design of this Agreement was intended to provide significant tax savings to the District and to the employees of the District by depositing amounts hereunder directly into a Section 403(b) Plan while permitting the employees to exercise investment control over the accounts.

Retired employees may choose to continue their group insurance with the District, provided the group insurance carrier approves such continuation. They will pay the COBRA rates for insurance coverage. This benefit will terminate when the retiree reaches age 65 or until they are covered by another plan or whichever occurs first.

In the event of the retired employee's death, the remaining amount in the 403b will be paid to his/her beneficiary.

ADDENDUM A - Letter of Agreement - Tuition Reimbursement

Reimbursement Of Professional Development Activities

It is agreed that the undersigned will remain an Employee of the York Suburban School District for twenty-four (24) months from the date of the last reimbursed professional development activity covered by this agreement. This Letter of Agreement applies only to the reimbursement of pre-approved professional development activities taken by the undersigned.

Pre-approval will be obtained from the Superintendent or designee, and reimbursement will follow immediately upon receipt of an official record illustrating the successful completion of the activity with a grade equivalent of C or higher, where appropriate.

This Letter of Agreement must be submitted with each new professional development request. If an employee leaves the employment of the District for any reason other than retirement (including disability retirement), death, being certified by a qualified physician as being fully disabled (physically or mentally), suspension or termination through no fault of their own, or any unique circumstance deemed appropriate by the superintendent, the employee shall repay the District any credit reimbursements received during the final 24 months of the employee's active employment at 100% for the first twelve (12) months and 50% for the second twelve (12) months. The 24-month period begins on the date of the course completion.

Employee signing this agreement authorize, pursuant to the Pennsylvania Wage Payment and Collection Law, the District to withhold from the Employee's final paycheck as repayment (including, but not limited to, base salary, any payments with respect to severance and/or any retirement benefit, and any other payment of any kind, including unused sick, vacation, personal leave, or expense reimbursement) any monies that Employee owes to District related to tuition reimbursement payments. If the District is required to file a legal action to collect tuition reimbursement payments made to the Employee and is awarded a judgment against the Employee, the District shall be entitled to recover reasonable attorneys' fees from the Employee.

Employee acknowledges that by signing this Letter of Agreement, the Employee is not receiving financial aid from any other source, either partially or in full, for any of the requested tuition reimbursements. Employees acknowledge that tuition benefits paid by the District are subject to reduction if the Employee receives tuition assistance benefits from another source.

Employee acknowledges that nothing in this Letter of Agreement constitutes a commitment or guarantee on the part of the District to provide Employee employment for any specific period of time or duration.

This Letter of Agreement constitutes the entire understanding and agreement between the parties concerning the subject matter hereof and supersedes all prior written or oral agreements or understandings between the parties concerning the subject matter hereof.

Course/Workshops/Program: _____

Starting Date: _____ Completion Date: _____

_____ Signature of Employee

_____ Signature of Superintendent